

# ACCESSIBILITY

## BEST PRACTICES



### Captions and Transcripts

- Include captions for all videos containing sound
- Use the live transcript feature in virtual meetings
- Provide a transcript for audio recordings

### Descriptive Links

- Avoid displaying the full URL
- Avoid hyperlinking the words "click here" or "here"
- Instead, provide a description of where the link will take you (for example: Visit the [RVPHTC website](https://www.rvphtc.org) for training information!)

### Alternative (Alt) Text

- Provide a text-based equivalent of an image; think about what the image is trying to convey
- Keep it short and to the point
- For graphs, flowcharts, or diagrams, provide a more detailed summary in an accompanying text document

### Colors and Contrast

- Avoid using only color to convey meaning; instead, use text size, weight, formatting, etc.
- Avoid certain color combinations, such as green, red, and black
- Use a color contrast checker to ensure text meets accessibility standards for readability

### Tables

- Avoid splitting or merging cells
- Avoid blank cells
- Use headers for rows/columns
- Provide a caption



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## ADDITIONAL RESOURCES

### Descriptive Links

- [Renaming Hyperlinks in MS Word](#)
- [Descriptive Links in Google](#)
- [Create a Descriptive Text Link In Gmail](#)
- [How do I edit and remove hyperlinks in the Rich Content Editor as an instructor?](#)

### Alternative (Alt) Text

- [Penn State Image Accessibility Website](#)
- [Poet Training Tool](#)
- [Guide to Adding Alt Text](#)
- [Alt Text 101](#)

### Tables

- [Creating Accessible Tables](#)
- [Create More Accessible Tables in Excel](#)
- [Be an #A11y: Creating Accessible Canvas Tables](#)
- [What Does Pin Header Row Mean in a Google Docs Table?](#)

### Captions and Transcripts

- [The Universal Design Project](#)
- [The Importance of Captioning](#)

### Colors and Contrast

- [Making Accessible Color Choices](#)
- [Using the Color Contrast Analyzer](#)
- [Colour Contrast Analyser \(CCA\)](#)
- [Google Chrome Emulator](#)
- [Color as the Only Indicator of Meaning](#)

### Accessibility Checkers

- [Make your content accessible to everyone with the Accessibility Checker](#)
- [How do I use the Accessibility Checker in the Rich Content Editor as an instructor?](#)
- [What is UDOIT?](#)
- [How do I use the Microsoft Immersive Reader in a course as an instructor?](#)
- [Create and verify PDF accessibility \(Acrobat Pro\)](#)



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<https://www.rvphtc.org>